

## **JOB DESCRIPTION**

**JOB TITLE:** Adult Day Care Center Coordinator    **GRADE:** 10

**JOB CODE:** 2201

**DATE:** 08/07/96

**GENERAL FUNCTION:** Under general direction of a Registered Nurse or Licensed Practical Nurse or other appropriate professional oversees staff in the day to day operations of providing essential Social and Adult Day Health Center Services (personal care; social, leisure, physical and education activities; health monitoring); ordered by social worker/case manager and physician, to clients limited in their activities of daily living in the Adult Day Care Center.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Assist with ambulation and exercise. Exercise participants with routine exercise or special range of motion exercise.

Simple dressing changes; transfers with or without equipment.

Perform simple procedures as an extension of therapy services, (i.e. physical, occupational and speech).

Take B/P and TPR; report changes in the clients condition and needs, as directed; empty catheter bags and other specialized procedures based on client care needs and training received.

Complete appropriate monthly/daily reports and records according to program standards. Collect time sheets/travel vouchers and submit in a timely manner. Completes written records of services; reporting the total needs of the client.

Monitors the client's health status, with close observation for significant changes in the client's physical and/or mental condition; make arrangements for appropriate ongoing contacts with health professionals to track each clients progress with the health system. Also, monitor self administered medications and side effects.

Plan and provide therapeutic games/activities for participants as listed on the schedule of activities, and introduce new games as appropriate. This includes: organizing and conducting orientation activities, word games, puzzles, coloring, dancing, music therapy, craft demonstrations, and mental stimulating activities scheduled on the monthly activity calendar.

Prepare crafts and assist participants with craft activities.

Assist clients with toileting if needed; including adult diaper changes, and cleaning up, for clients who are incontinent of bowel and bladder.

**JOB TITLE:** Adult Day Care Center Coordinator (cont'd) **JOB CODE:** 2201

Administering medication - arranging and or giving medication to clients as needed including water or juice, opening pill containers, and timing the clients medications.

Perform administrative duties including arranging transportation, calling clients each morning, giving out vouchers for Medicaid patients, etc....

Work with social worker or case manager and the Registered Nurse staff to insure timely and correct information problems and progress of each client enrolled in the Adult Day Care Program.

Prepare and/or assist participants with meals by shopping for snack items, (juice, fruit, milk crackers etc.);

Plan monthly snack menus according to basic four food groups, (must choose two (2) of the basic groups to qualify for reimbursement standards of the child and adult food program).

Order catered meals/lunches on a weekly basis; making sure that clients that require special meals such as diabetics are assured also, making sure of client and staff input and comments are addressed.

Set up tables for lunch time, distribute or assist participants with prepared meals, i.e, cutting and grinding foods for clients that have a need. Wash and sanitize tables after all participants.

**SUPERVISION EXERCISED:** The position involves work as a working supervisor or lead person in scheduling, coordinating and assist with the orientation of Adult Day Health Aides.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of autonomy and general review. Supervision shall be provided by the Adult Day Center Services Program Coordinator/Administrator and all Health Services shall be supervised by a Registered Nurse assigned to the Adult Day Care Center.

## **JOB SPECIFICATIONS:**

### **Knowledge and Abilities:**

Competency in Adult Day/Adult Day Health Center routine services; of proper methods of giving personal care to clients (including incontinent of bowel and bladder); methods of obtaining and documenting client information.

Competency in recording vital signs; in observing vital signs; in observing, recording and describing behavior and physical symptoms; in communicating effectively with patients/clients concerning health care needs.

**JOB TITLE:** Adult Day Care Center Coordinator (cont'd) **JOB CODE:** 2201

Working ability to recognize and respond to problem situations according to established procedures; to carry out specifically assigned tasks; to improve the physical and mental well being of individual patients/clients to gain the cooperation of patients/clients in following their treatment regimen; to maintain good working relationships with co-workers, supervisors and health care professionals.

Good knowledge of and practices of universal precautions for controlling the spread of infection.

**Minimum Education, Training, and Experience Requirements:** High School diploma or GED.

Training in personal care, health monitoring procedures, First aid, CPR and CMT. Two (2) years experience in and adult day care center, community health agency, nursing home, or hospital.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Homemaker

**GRADE:** 6

**JOB CODE:** 2203

**DATE:** 11/8/95 (Revised Aug. 1996)

**GENERAL FUNCTION:** Under immediate direction of social services coordinator or other appropriate person, provides homemaker, home management, personal care and respite care to clients, primarily elderly in their home setting, who participate in respective program(s) of the local health department. The services are directed toward enabling the client who is restricted in ability to perform normal activities of daily living, to remain in their home.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Perform housework activities in the home of the client who is restricted in activities of daily living. The services would include floor care (sweeping, mopping, vacuuming) dusting, cleaning bathroom, doing laundry, bed making, washing dishes, garbage and waste disposal.

Provide personal care to the client(s) to maintain personal hygiene. Activities include: assisting bathing part of all of the client's body, hair care, assist in dressing, nail care, mouth care, range of motion exercises.

Provide home management services for which the client is unable to do or needs assistance. This includes doing necessary grocery shopping, banking, paying of bills and rent, prepare meals for client or deliver prepared meal to clients, write letters for client, etc.

Provide respite care and companionship (staying with client for short duration while family members do errands).

Document according to procedures all visits made and services made to client(s).

Collect donations and turn in on a weekly basis.

May assist in preparing kitchen to receive both delivered foods and packaging individual servings for client(s).

Provide outreach and follow up services.

**SUPERVISION RECEIVED:** Close supervision of simple, routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

**JOB TITLE:** Homemaker (continued)

**JOB CODE:** 2203

**SUPERVISION EXERCISED:** This position would not require supervisory responsibility.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Basic knowledge of grammar, punctuation, spelling, simple mathematics.

**Minimum Education, Training, and Experience Requirements:** High School diploma or GED.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Adult Day Care Center Assistant Coordinator **GRADE: 8**

**JOB CODE:** 2202

**DATE:** 08/07/96

**GENERAL FUNCTION:** Under the supervision of registered nurse or licensed practical nurse or other appropriate professional staff performs a variety of duties in coordination of essential social and adult day health center services and provides hands-on client care including; personal care; social, leisure, physical and education activities; and health monitoring. These services are moderate in difficulty and ordered by social worker/case manager and physician, to clients in the Adult Day Care Center. Clients are those who are limited in their activities of daily living.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Assist with ambulation and transfers with and without equipment; assist with therapeutic exercise and activities. Assist participants with routine exercise and special range of motion exercise.

Assist with supervised simple procedures as an extension of therapy services, (i.e, physical, occupational and speech).

Trained to assist with: taking B/P and TPR; report changes in the client's condition and needs, as directed; empty catheter bags and other specialized procedures based on client care needs and training received.

Assist in the planning and provision of therapeutic game/activities for participants as listed on the schedule of activities, introduce new games as appropriate. Activities orientation, word games, puzzles, coloring, dancing music therapy, craft demonstrations, and mental stimulation.

Assist in the preparation of crafts and assist participants.

Assist clients with personal care services including toileting of incontinent clients; if needed; adult diaper changes and cleaning up.

Assist with client medication procedures as directed and appropriate.

Assist in the preparation and feeding of meals/snacks to the participants. Prepare and/or assist participants with meals. Set up tables for lunch time, distribute or assist

participants with prepared meals, i.e. cutting and grinding foods for clients that have a need. Wash and sanitize tables after all participants.

**SUPERVISION EXERCISED:** May act as a working supervisor in the absence of the Adult Day Care Center Coordinator. The individual acting as supervisor would have qualified experience and

**JOB TITLE:** Adult Day Care Center Assistant Coordinator (Cont'd) **JOB CODE:** 2202

would require the supervision of the Program Coordinator/Administrator and Adult Day Center Health Nurse.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of autonomy and general review. Supervision shall be provided by the Adult Day Care Center Coordinator, and all Health Services shall be supervised by a Registered Nurse assigned to the Adult Day Care Center.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Competency in Adult Day/Adult Day Health Center routine services; of proper methods of giving personal care to clients (including incontinence of bowel and bladder); methods of obtaining and documenting client information when appropriate.

Competency in recording vital signs; in observing vital signs; in observing, recording and describing behavior and physical symptoms; in communicating effectively with patients/clients concerning health care needs.

Working ability to recognize and respond to problem situations according to established procedures; to carry out specifically assigned tasks; to improve the physical and mental well being of individual patients/clients to gain the cooperation of patients/clients in following their treatment regimen; to maintain good working relationships with co-workers, supervisors and health care professionals.

Good knowledge of and practices of universal precautions for controlling the spread of infection.

**Minimum Education, Training, and Experience Requirements:** High School diploma or GED.

Training in personal care, health monitoring procedures, First aid, CPR and CMT. One (1) year experience in and adult day care center services, community health agency, nursing home, or hospital.

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## **JOB DESCRIPTION**

**JOB TITLE:** Adult Day Care Center Service Aide

**GRADE:** 6

**JOB CODE:** 2204

**DATE:** 08/07/96

**GENERAL FUNCTION:** Under the immediate supervision of the Adult Day Care Center Coordinator provide social, health and health related adult day services, including; personal care; social, leisure, physical and educational activities, for individuals described as those who are limited in their activities of daily living. May also provide limited health care services under the supervision of a health care professional.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Assist clients on a routine basis who are participating in a structured Adult Day Care Center Program:

Assist with ambulation and exercise.

Perform simple procedures as an extension of therapy services, (i.e. physical, occupational and speech).

Assist clients/participants with crafts and craft activities.

Assist client with toileting if needed; including adult diaper changes, and clean up, for clients who are incontinent of bowel and bladder.

Assist if properly trained; Taking B/P and TPR; report changes and or results to appropriate supervisor; empty catheter bags and other specialized procedures based on client care needs and training received and qualified to perform.

Assist in therapeutic games/activities for participants as listed on the schedule of activities; orientation games, word games, puzzles, coloring, dancing, music therapy, craft demonstrations, and mental stimulating activities.

Prepare and/or assist participants with meals by: assist with the preparation of snacks and assisting or feeding clients that need help. Assist clients with noon meals, cutting, and grinding foods when needed. Wash and sanitize tables after participants activities.

**SUPERVISION EXERCISED:** None

**SUPERVISION RECEIVED:**

**JOB TITLE:** Adult Day Care Center Service Aide (Cont'd) **JOB CODE:** 2204

Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

## **JOB SPECIFICATIONS:**

### **Knowledge and Abilities :**

Competency in Adult Day/Adult Day Health Center routine services of proper methods of giving personal care to clients (including incontinence of bowel and bladder); methods of documenting client information. Communicate effectively with patients/clients concerning health care needs and report to supervisor.

Good knowledge of and practices of universal precautions for controlling the spread of infection.

**Minimum Education, Training, and Experience Requirements:** High School diploma or GED. Training in personal care, health monitoring procedures, First aid, CPR and CMT. Six (6) months experience in and adult day care center services, community health agency, nursing home, or hospital.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Community Outreach Worker

**GRADE:** 8

**JOB CODE:** 2205

**DATE:** 3/27/95

**GENERAL FUNCTION:** Under administrative direction of appropriate person makes visits to homes and other sites promoting services, scheduling appointments, and any necessary follow-up outreach services and follow-up services for potential clients and individuals already programs such as Well Child, Family planning, aging, Tb, and WIC.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Visits patients or potential patients in their home or other appropriate setting to explain service(s) of the local health department and may set up appointments for the patient.

Assists clients in making transportation arrangements to receive service(s).

Insures client patient attendance at scheduled appointments

Follow-up by letter, phone call, or home visit on missed appointments or referral.

May conduct initial interview with patient obtaining factual information from the patient.

Provides support and encouragement to patients and assists in resolution of the problem.

May assist in the provision of services to the patient for services such as aging, Well Child, family planning, Tb screening, etc.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work

**SUPERVISION EXERCISED:** No supervisory responsibility required

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Possess a valid motor vehicle operators license.

Basic knowledge of grammar, spelling punctuation, and simple mathematics.

**JOB Title:** Community Outreach Worker (Cont'd) **JOB CODE** 2205

Good knowledge of the program area assigned, of interviewing and data collection techniques, record keeping, and confidentiality concerning client records.

Working skill in collecting information from clients in completing standard forms and preparing required reports.

Some skill in counseling clients.

Working ability to provide emotional support and encouragement to clients.

Some ability to motivate clients to fully participate in service programs, to recognize clients with severe problems and refer them to the appropriate professional or other service providers.

**Minimum Education, Training, and Experience Requirements:** High school diploma or GED. Six months experience in public health or in another position with the provision of social services, supportive services, personal care, or related duties.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

## **JOB DESCRIPTION**

**JOB TITLE:** Resource Person

**GRADE:** 8

**JOB CODE:** 2206

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under the direction of the Program Coordinator or other appropriate staff person is responsible for locating pregnant teens through a referral network to assess their needs, address their concerns, and offer assistance in area resources. Assists in public awareness about teen pregnancies, infant mortality and preventive strategies.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Locates expectant teens through various resources. Makes home visits or telephones each teen assigned according to visitation schedules.

Provides information to teen and family members based on individual need or request.

Facilitates the teen's securing of prenatal/child health services and refers to other agencies as necessary.

Schedules work week in accordance with teen needs. Keeps records on teens, logs daily schedules. Attends case conferences and in-service training. Maintains close contact with Program Coordinator, area agencies, schools, organizations and community groups. Keeps program information confidential.

Serves as a teacher, role model, reinforcer, friend, companion and facilitator to pregnant and parenting teens.

**SUPERVISION RECEIVED:** Moderate supervision. Works autonomously under program protocol with coordinator/supervisor available to answer questions as necessary.

**SUPERVISION EXERCISED:** No supervisory experience required.

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Knowledge of geographic area; knowledge of community resources; expresses interest and concern in working with children, particularly teens and their families. Ability to communicate effectively; feels comfortable in various environments. Demonstrates quality of a community

leader.

**JOB TITLE:** Resource Person (continued)

**JOB CODE:** 2206

Must have telephone accessibility, transportation and valid Kentucky Drivers License

**Minimum Education, Training, and Experience Requirements:** High School diploma, GED. Experience in a social or other health related field where comparable interpersonal skills have been demonstrated may be substituted on a year-for-year basis not to exceed four (4) years.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Resource Person

**GRADE:** 10

**JOB CODE:** 2207

**DATE:** 3/27/95

**GENERAL FUNCTION:** Under the direction of the Program Coordinator is responsible for providing outreach, visits to homes and other sites promoting services, scheduling appointments and follow-up services to pregnant teens through a referral network to assess their needs, address their concerns, and offer assistance in area resources.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Visits patients or potential patients (especially teens) in their home or other appropriate setting to explain service(s) of the local health department and may set up appointments for the patient.

Assists clients in making transportation arrangements to receive service(s).

Initiates contacts regarding speaking opportunities and distributes program materials and parenting information within the community. Takes part in community education programs as assigned.

Follow-up by letter, phone call, or home visit on missed appointments or referral.

Serves as teacher, role model, reinforcer, friend, companion, and facilitator to clients (especially pregnant and parenting teens).

May conduct initial interview with patient obtaining factual information from the patient.

Provides support and encouragement to patients and assists in resolution of special problems.

May assist in the provision of services to the patient for services such as aging, Well Child, family panning, Tb screening, etc.

Maintains close contact with appropriate support and supervisory staff. Serves as mentor to other Resource Persons.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work

**SUPERVISION EXERCISED:** May supervise other Community Outreach Workers or clerical staff.

**JOB TITLE:** Senior Resource Person (continued) **JOB CODE:** 2207

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Basic knowledge of grammar, spelling punctuation, and simple mathematics.

Good knowledge of the program area assigned, of interviewing and data collection techniques, record keeping, and confidentiality concerning client records.

Working skill in collecting information from clients in completing standard forms and preparing required reports.

Ability to work and deal effectively with children, teens, and their families.

Ability to recognize problems and refer to appropriate resources.

Working ability to provide emotional support and encouragement to clients.

Some ability to motivate clients to fully participate in service programs, to recognize clients with severe problems and refer them to the appropriate professional or other service providers.

**Minimum Education, Training, and Experience Requirements:** High school diploma or GED. Two years experience in public health or in other responsibilities where the knowledge and skills required can be demonstrated.

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## **JOB DESCRIPTION**

**JOB TITLE:** Senior Community Outreach Worker    **GRADE:** 10

**JOB CODE:** 2208

**DATE:** 2/27/95

**GENERAL FUNCTION:** Under administrative direction of appropriate person provides outreach and follow-up services for potential clients and individuals already receiving services for maternal and child health, epidemiology and aging services. The incumbent would make visits to homes and other sites promoting services, scheduling appointments, and any necessary follow-up.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Participates in medical services clinics.

Administers screening tests and measures.

Follow-up of agency programs (environmental, screening of diagnostic clinical findings, compliance with prescribed regimes, etc.).

Makes medical, social, or environmental assessments in the homes.

Participates in the development of training and trains other community health workers and community volunteers giving assistance in the conduct of medical services clinics.

Organizes community groups for the promotion of health services and participating in community group discussions in support of improved personal and environmental health practices.

Records on agency records all activities and services; recording test results and preparing documents for data tabulation and analysis, as well as for patient-referral.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** May provide supervision of other community outreach workers.

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Possess a valid motor vehicle operators license.

**JOB TITLE:** Senior Community Outreach Worker(Cont'd)

**JOB CODE:** 2208

Basic knowledge of grammar, spelling punctuation, and simple mathematics.

Good knowledge of the program area assigned, of interviewing and data collection techniques, record keeping, and confidentiality concerning client records.

Working skill in collecting information from clients in completing standard forms and preparing required reports.

Some skill in counseling clients.

Working ability to provide emotional support and encouragement to clients.

Some ability to motivate clients to fully participate in service programs, to recognize clients with severe problems and refer them to the appropriate professional or other service providers.

**Minimum Education, Training, and Experience Requirements:** High school diploma or GED.

Two years experience in public health or in another position with the provision of social services, supportive services, personal care, or related duties or an equivalent combination of experience and education.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

## **JOB DESCRIPTION**

**JOB TITLE:** Clinical Assistant

**GRADE:** 8

**JOB CODE:** 2210

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under immediate supervision, assists the physician and/or registered nurses in facilitating the transition of the patient/client from the registration process to the actual receipt of services by professional and technical personnel. Responsibilities would include: performing initial physical and history taking including interviewing to obtain history; taking Pottinger growth chart measurements such as weight, height; collecting specimens for laboratory analysis; and documenting services provided.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Interview patient to obtain information for medical record for new patient or to update existing file, explain services that patient may be receiving and/or answer questions raised by patient.

Perform appropriate laboratory tests according to departmental procedures and policy. These tests may include hematocrit, blood sugar, urinalysis, pregnancy testing.

Take appropriate measurements of patient/client, weight, height, blood pressure, head measurement; administer developmental and PASE assessments, vision and hearing screening, etc.

Document activities and services in patient medical record.

Counsel patient regarding services of department.

Order supplies to replenish materials used by staff. Stock clinic examining rooms with necessary material to be used by staff.

Answer phone and direct calls to appropriate person.

May administer the car seat program for the department which would include instructing patients on the use of the seat belt, accounting for rental fee (if applicable) and the car seat restraints.

**SUPERVISION RECEIVED:** Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

**SUPERVISION EXERCISED:** No supervisory responsibility required.

### **JOB SPECIFICATIONS:**

**JOB TITLE:** Clinical Assistant (continued)

**JOB CODE:** 2210

**Knowledge and Abilities:**

Basic knowledge of grammar, spelling, punctuation and simple math and math-like percentages.

**Minimum Education, Training, and Experience Requirements:** High school diploma or GED. No experience required.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Clinical Assistant

**GRADE:** 10

**JOB CODE:** 2211

**DATE:** 3/20/95

**GENERAL FUNCTION:** Under immediate supervision, assists the physician and/or registered nurses in facilitating the transition of the patient/client from the registration process to the actual receipt of services by professional and technical personnel. Responsibilities would include: performing initial physical measurements and history taking including interviewing to obtain history; taking Pottinger growth chart measurements such as weight, height; collecting specimens for laboratory analysis; conducting laboratory procedures according to Clinical Laboratory Improvement Acts standards; maintain appropriate laboratory controls; and documenting services provided.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Interview patient to obtain information for medical record for new patient or to update existing file, explain services that patient may be receiving and/or answer questions raised by patient.

Perform appropriate laboratory tests according to CLIA and departmental procedures and policy and document results appropriately. These tests may include hematocrit, blood sugar, urinalysis, pregnancy testing.

Conduct appropriate laboratory controls and maintain appropriate documentation.

Take appropriate measurements of patient/client, weight, height, blood pressure, head measurement; administer developmental and PASE assessments, vision and hearing screening, etc.

Document activities and services in patient medical record.

Counsel patient regarding services of department.

Order supplies to replenish materials used by staff. Stock clinic examining rooms with necessary material to be used by staff.

Answer phone and direct calls to appropriate person.

May administer the car seat program for the department which would include instructing patients on the use of the seat belt, accounting for rental fee (if applicable) and the car seat restraints.

**SUPERVISION RECEIVED:** Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

**JOB TITLE:** Sr. Clinical Assistant (cont'd)

**JOB CODE:** 2211

**SUPERVISION EXERCISED:** May supervise other clinical or clerical support staff .

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Basic knowledge of grammar, spelling, punctuation and simple math and math-like percentages.

Ability to give simple oral and written instructions to clients.

Ability to extract information through oral questioning.

Ability to work with people.

Ability to read and understand moderately complex instructions, such as reagent specifications, agency protocols and standards, CLIA standards.

Knowledge of universal precautions.

Knowledge of appropriate laboratory procedures.

**Minimum Education, Training, and Experience Requirements:** High school diploma or GED. Completion of an approved program in Certified Nurse Assistant, Certified Medical Administrative Assistant, or Certified Phlebotomist Program. One year of experience in Public Health or in a medical setting such as; nursing home, hospital, doctors office, with experience in providing patient care services, conducting laboratory procedures, or the collection of specimens for laboratory analysis, **OR** Two years experience in Public Health or in a medical setting such as; nursing home, hospital, doctors office, with experience in providing patient care services, conducting laboratory procedures, or the collection of specimens for laboratory analysis, **OR** An equivalent combination of education or experience or training.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

## **JOB DESCRIPTION**

**JOB TITLE:** Home Health Aide Trainee

**GRADE:** 6

**JOB CODE:** 2301

**DATE:** 11/8/95

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:** The position has been established to provide an entry level for an individual to participate in an approved home health training program. Successful completion of the training program will qualify an individual for a higher level classification(s) to provide health and health related services under various federal and state programs in the home setting. These health and health related services include personal care, assisting in ambulation and exercise, household services essential to health care at home, and appropriate record keeping.

**SUPERVISION RECEIVED:** Close supervision of simple, routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

**SUPERVISION EXERCISED:** None

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Ability to read and write.

Ability to adequately follow directions.

Interest in and ability to communicate with patients.

Cooperativeness, reliability, emotional and mental maturity.

**Minimum Education, Training, and Experience Requirements:** High school graduate or general education diploma(GED). Appropriate health related experience (aide in nursing home, hospital, home health agency) may substitute for the education requirements on a year-for-year basis for a maximum of four (4) years.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Home Health Aide

**GRADE:** 8

**JOB CODE:** 2302

**DATE:** 8/7/96

**GENERAL FUNCTION:** Performs services under the supervision of a Registered Nurse or other appropriate professional staff (LPT or Speech Therapist); responsible for providing personal care services and other related health services ordered by a physician to patients, in their home(s), that are limited in their ability to perform activities of daily living; responsible for keeping records of services rendered and for reporting changes in needs and/or condition of the patient to the nurse.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:** Performs appropriate and safe techniques in personal hygiene and grooming that include;

- Bed bath
- Sponge, tub or shower bath
- Shampoo, sink, tub or bed
- Nail and skin care
- Oral hygiene
- Toileting and elimination
- Safe transfer techniques and ambulation with or without equipment
- Normal range of motion and positioning
- Adequate nutrition and fluid intake

Performs other tasks as assigned which may include;

- Simple dressing changes
- Reading and recording temperature, pulse, respiration and blood pressure
- Catheter care and changing of catheter drainage bags
- Empty or change colostomy bags
- Colostomy irrigation
- Whirlpool treatment
- Sugar and acetone tests
- Meal preparation, light housekeeping, laundry, marketing and business errands
- Respite care
- Non-medicated enemas or suppositories

Observation, reporting and documentation of patient status and the care or service furnished.

**SUPERVISION RECEIVED:** Supervision according to standard operating procedures; incumbent can function without on-site supervision, with supervisor available to answer

**JOB TITLE:** Home Health Aide (cont'd)

**JOB CODE:** 2302

questions and direct activities

**SUPERVISION EXERCISED:**No supervisory responsibility required

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Must possess a valid motor vehicle operators license

Ability to communicate with patients of all ages

Practice universal precautions and basic infection control procedures

Ability to describe basic elements of body functions and changes in body function that must be reported to the aides' supervisor

Ability to recognize emergencies and implement emergency procedures

Possess knowledge of the physical, emotional and developmental needs of the home health population

Demonstrates the need for respect for the patient, his or her property and his or her privacy

Ability to maintain confidentiality related to agency activities, personnel actions and patient care

Ability to follow oral and written instructions in the home without on-site supervisio

**Minimum Education, Training, and Experience Requirements:** High school graduate or general education diploma (GED). Appropriate aide related experience may substitute for education requirements on a year-for-year basis for a maximum of four (4) years. Experience as an aide in a home health agency, community health agency, nursing facility or hospital, all or part of which must have been in the previous 24 months prior to application for employment. Note: To become permanent, an employee must pass a competency evaluation prior to completing the probationary period. An individual employed in this position must maintain continued fulfillment of the required competency evaluation approved by the Cabinet for Health Services.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Home Health Aide

**GRADE:** 10

**JOB CODE:** 2303

**DATE:** 8/7/96

**GENERAL FUNCTION:** Under the supervision of a registered nurse or other appropriate professional staff (LPT or Speech Therapist) provides moderate to difficult home health services to patients, limited in their ability to perform activities of daily living served by the agency in their home, participates in orientation and training programs for home health aides, and may assist in scheduling other home health aides. The classification further denotes that the incumbent has gained experience on the job with increased knowledge, skill and abilities to provide services to the more difficult patient/client.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:** Performs appropriate and safe techniques in personal hygiene and grooming that include;

- Bed bath
- Sponge, tub or shower bath
- Shampoo, sink, tub or bed
- Nail and skin care
- Oral hygiene
- Toileting and elimination
- Safe transfer techniques and ambulation with or without equipment
- Normal range of motion and positioning
- Adequate nutrition and fluid intake

Performs other tasks as assigned which may include;

- Simple dressing changes
- Reading and recording temperature, pulse, respiration and blood pressure
- Catheter care and changing of catheter drainage bags
- Empty or change colostomy bags
- Colostomy irrigation
- Whirlpool treatment
- Sugar and acetone tests
- Meal preparation, light housekeeping, laundry, marketing and business errands
- Respite care
- Non-medicated enemas or suppositories

Observation, reporting and documentation of patient status and the care or service furnished.

**JOB TITLE:** Senior Home Health Aide

**JOB CODE:** 2303

Performs as preceptor during orientation of home health aides

Assists with development and monitoring of aide schedules

Participates in quality assurance activities related to aide services

**SUPERVISION RECEIVED:** Supervision according to standard operating procedures; incumbent can function without on-site supervision, with supervisor available to answer questions and direct activities.

**SUPERVISION EXERCISED:** Position would not require direct supervisory responsibility. However, the position involves work as a lead person in scheduling, coordination, orienting and training of home health aides.

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Must possess a valid motor vehicle operators license

Ability to communicate with patients of all ages

Practice universal precautions and basic infection control procedures

Ability to describe basic elements of body functions and changes in body function that must be reported to the aides' supervisor

Ability to recognize emergencies and implement emergency procedures

Possess knowledge of the physical, emotional and developmental needs of the home health population

Demonstrates the need for respect for the patient, his or her property and his or her privacy

Ability to maintain confidentiality related to agency activities, personnel actions and patient care

Ability to follow oral and written instructions in the home without on-site supervision

**Minimum Education, Training, and Experience Requirements:** High school graduate or general education diploma (GED). Appropriate aide related experience may substitute for

**JOB TITLE:** Senior Home Health Aide (cont'd)

**JOB CODE:** 2303

education requirements on a year-for-year basis for a maximum of four (4) years. Fulfillment of the required competency evaluation approved by the Cabinet for Health Services. Two years of compensated experience in a home health agency, all or part of which must have been in the previous 24 months prior to employment.

An individual employed in this position must maintain continued fulfillment of the required competency evaluation approved by the Cabinet for Health Services.

For promotional purposes an individual with two(2) years of experience in a home health agency may be considered for this position.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

## **JOB DESCRIPTION**

**JOB TITLE:** Emergency Medical Technician - Basic      **GRADE:** 8

**JOB CODE:** 2350

**DATE:** 2/2000

**General Function:** Under supervision, performs responsible emergency care to injured or ill persons and provides ambulance transportation for patients to medical facilities and does related work as required.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Upon reporting for duty, checks operating condition of vehicles. checks gas. oil. battery water, radiator water and tire pressure.

Review reports and emergency runs from previous shifts.

Completes daily vehicle inspection report.

Responds to emergency calls. Drives ambulance to location using caution and the most expeditious route, depending on traffic and weather conditions. Observe traffic ordinances and regulations concerning emergency vehicle operation. Maintains radio contact during runs

In the absence of police, enlists the assistance of persons available to create a safe traffic environment, such as placement of road flares, removal of debris or redirection of traffic for safety

Provide immediate care to the critically ill or injured from the time the person is first seen through transportation and delivery to the care of physician or emergency room personnel at the medical facility. Decide the nature and extent of illness or injury and establishes priority for required emergency care.

If victim must be extracted from entrapment. first assesses extent of injury and administers emergency care, and then uses the prescribed techniques and necessary equipment for removing the victim safely.

Complies with prescribed regulations and procedures on the handling of the deceased.

Reports verbally and in writing observations and care of patient at the emergency scene and in transit to the medical facility emergency personnel for their record and diagnostic purposes. Transports patients to distant medical facilities for special treatments or transfer.

**JOB TITLE:** Emergency Medical Technician Basic **JOB CODE: 2350**

Makes complete report on each run including ambulance trip ticket form, personal property form, payment receipts and any individual information requested.

Prepares ambulance for next run or trip. Replaces used linens, blankets and other supplies. Sterilizes tools and equipment. Makes thorough check of all equipment and supplies to. Cleans and washes exterior and interior of ambulance and keeps vehicles in a neat and orderly condition.

Attends training meetings. conferences and seminars as required.

**SUPERVISION RECEIVED:** Moderate supervision under standard operating procedures: incumbent may occasionally function autonomously, with supervisor available to answer questions.

**SUPERVISION EXERCISED:** Positions in this class are not assigned direct supervisory responsibilities.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Considerable knowledge of and training in the care and use of commonly accepted and employed emergency equipment such as suction machines, oxygen delivery systems (both installed and portable), back boards, fracture kits, emergency medical care kits, obstetrical kits, intravenous kits, stretchers of various types. light rescue tools and basic automobile mechanics.

Considerable knowledge of sanitizing and disinfecting techniques and procedures.

Considerable knowledge of traffic regulations for the safe operation of emergency vehicles.

Knowledge of safety precautions required in performance of duties.

Skill and physical coordination in carrying, lifting, climbing, hoisting and other similar maneuvers in a manner not detrimental to the patient. Co-worker or self.

Ability to give and receive verbal and written directions and instructions.

Ability to prepare and submit clear and concise reports. Visual acuity necessary for driving and examining patients (correction by lenses allowed). Courtesy. Tact. Firmness. Dependability. Sound judgment. Integrity.

**JOB TITLE:** Emergency Medical Technician Basic **JOB CODE: 2350**

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Graduation from an accredited high school or equivalent (GED)  
Certification by the Commonwealth of Kentucky as an Emergency  
Medical Technician (EMT).

Note: Personnel should be equally trained in each other's duties  
and responsibilities so that they may function interchangeably or  
independently in caring for multiple casualties.

The intent of this job description is to provide a representative summary of the duties and  
responsibilities that will be required of positions given this title and shall be construed  
as a declaration of the specific duties and responsibilities of any particular position.  
Employees may be requested to perform/job related tasks other than those specifically presented  
in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Emergency Medical Technician      **GRADE:** 10

**JOB CODE:** 2351

**DATE:** 2/2000

**General Function:** Under limited supervision. Performs highly responsible emergency care to injured or ill persons and provides ambulance transportation for patients to medical facilities and does related work as required.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Checks operating condition of vehicles, checks gas, oil. battery water, radiator water and tire pressure.

Review reports and emergency runs from previous shifts,

Completes daily vehicle inspection report.

Responds to emergency calls to provide efficient and immediate care to the critically ill or injured from the time the person is first seen through transportation and deliver to the care of a physician or emergency room personnel at the medical facility. Decide the nature and extent of illness or injury and establishes priority for required emergency care.

Drives ambulance to location. Observe traffic ordinances and regulations concerning emergency vehicle operation. Maintains radio contact during runs.

In the absence of police, enlists the assistance of persons available to create a safe traffic environment, such as placement of road signs, removal of debris or redirection of traffic for safety. If police are on the scene, cooperate with police and tend to the needs of the victim.

Uses the prescribed techniques and necessary equipment for removing the victim safely.

Complies with prescribed regulations and procedures on the handling of the deceased.

Transports patients to medical facility requested or to the nearest medical facility if unable to determine patient's request. Informs the control center and maintains radio contact. Reports verbally and in writing observations and care of patient at the emergency scene and in transit, to the medical facility emergency personnel for their record and diagnostic purposes.

Makes complete report one each run including ambulance trip ticket form, personal property form. payment receipts and any

**JOB TITLE:** Senior Emergency Medical Technician **JOB CODE:** 2351

individual information requested.

Prepares vehicle for next emergency run or medical. Sterilizes tools and equipment. Makes thorough check of all equipment and supplies to ensure ambulance readiness for next run or trip. Trip. Replaces used linens, blankets and other supplies Cleans and washes exterior and interior of ambulance and keeps vehicles in a neat and orderly condition.

Attends training meetings. conferences and seminars as required.

**SUPERVISION RECEIVED:** Limited supervision under standard operating procedures: incumbent can function autonomously.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Considerable knowledge of and training in the care and use of commonly accepted and employed emergency equipment such as suction machines, oxygen delivery systems (both installed and portable). back boards, fracture kits, emergency medical care kits, obstetrical kits, intravenous kits, stretchers of various types, light rescue tools and basic automobile mechanics.

Considerable knowledge of sanitizing and disinfecting techniques and procedures.

Considerable knowledge of traffic regulations for the safe operation of emergency vehicles.

Knowledge of safety precautions required in performance of duties.

Skill and physical coordination in carrying, lifting, climbing, hoisting and other similar maneuvers in a manner not detrimental to the patient, co-worker or self.

Ability to give and receive verbal and written directions and instructions.

Ability to prepare and submit clear and concise reports. Visual acuity necessary for driving and examining patients (correction by lenses allowed). Courtesy. Tact. Firmness. Dependability. Sound judgment. Integrity.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

**Graduation from**

an accredited high school or equivalent (GED) Certification by the Commonwealth of Kentucky as an Emergency Medical Technician (EMT). Three years experience working as an EMT.

**JOB TITLE:** Senior Emergency Medical Technician **JOB CODE:** 2351

The intent of this job description is to provide a representative summary of the duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. employees may be requested to perform job-related tasks other than those specifically presented in this description.

## JOB DESCRIPTION

**JOB TITLE:** Emergency Medical Technician - Paramedic      **Grade:** 12

**JOB CODE** 2352

**DATE:** 2/2000

**General Function:** Under supervision, performs emergency medical work of considerable difficulty, provides basic and advanced life support assistance to injured or ill persons: exercises supervision over subordinates as necessary: and does related work as required.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Communicates with and responds to information provided by a radio dispatcher.

Assesses the condition of injured or ill persons and reports to the medical advisor.

Renders basic life support such as application of splints, administration of oxygen, artificial resuscitation, and treatment of minor wounds.

Renders advanced life support such as drug administration, defibrillation, suctioning and catheterization under verbal or written standing orders of the medical advisor.

Obtains and records information related to patient condition for use by medical personnel.

Drives specially equipped emergency vehicles.

Directs and instructs Emergency Medical Technicians in treatment methods as necessary.

**SUPERVISION RECEIVED:** Moderate supervision under standard operating procedures.

**SUPERVISION EXERCISED:** May supervise Emergency Medical Technicians and Paramedics

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Considerable knowledge of the care and use of commonly accepted and employed emergency equipment such as suction machines, oxygen delivery systems (both installed and portable), back

**JOB TITLE:** Emergency Medical Technician Paramedic **JOB CODE 2352**

boards, fracture kits, emergency medical care kits, obstetrical kits, intravenous kits, stretchers of various types. light rescue tools and basic automobile mechanics.

Considerable knowledge of sanitizing and disinfecting techniques and procedures.

Considerable knowledge of traffic regulations for the safe operation of emergency vehicles.

Knowledge of safety precautions required in performance of duties

Skill and physical coordination in carrying. Lifting. climbing, hoisting and other similar maneuvers in a manner not detrimental to the patient. Co-worker or self.

Ability to give and receive verbal and written directions and instructions.

Ability to prepare and submit clear and concise reports

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

**Graduation** from an accredited high school or equivalent (GED). Certification by the Commonwealth of Kentucky as an Emergency Medical Technician/ Paramedic.

The intent of this job description is to provide a representative summary of the duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of a particular position. Employees may be requested to perform job- related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Emergency Medical Technician - **Grade:** 14  
Senior Paramedic

**JOB CODE:**2353

**DATE:** 2/2000

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:** Under limited supervision, performs emergency medical work of considerable difficulty, provides basic and advanced life support assistance to injured or ill persons: exercises supervision over subordinates as necessary: and does related work as required.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Communicates with and responds to information provided by a radio dispatcher.

Assesses the condition of injured or ill persons and reports to the medical advisor.

Renders basic life support such as application of splints, administration of oxygen. artificial resuscitation and treatment of minor wounds.

Renders advanced life support such as drug administration, defibrillation. suctioning and catheterization under verbal or written standing orders of the medical advisor.

Obtains and records information related to patient condition for use by medical personnel.

Drives specially equipped emergency vehicles.

Directs and instructs Emergency Medical Technicians in treatment methods as necessary.

**SUPERVISION RECEIVED:** Limited supervision under standard operating procedures.

**SUPERVISION EXERCISED:** May supervise Emergency Medical Technicians and Paramedics

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Considerable knowledge of the care and use of commonly accepted and employed emergency equipment such as suction machines. oxygen delivery systems (both installed and portable). back boards, fracture kits, emergency medical care kits, obstetrical kits, intravenous kits, stretchers of various types, light

JOB TITLE: Emergency Medical Technician -Senior Paramedic JOB CODE:2353

rescue tools and basic automobile mechanics.

Considerable knowledge of sanitizing and disinfecting techniques and procedures.

Considerable knowledge of traffic regulations for the safe operation of emergency vehicles.

Knowledge of safety precautions required in performance of duties.

Skill and physical coordination in carrying. lifting. climbing, hoisting and other similar maneuvers in a manner not detrimental to the patient. co-worker or self.

Ability to give and receive verbal and written directions and instructions.

Ability to prepare and submit clear and concise reports.

Visual acuity necessary for driving and examining patients (correction by lenses allowed

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

**Graduation** from an accredited high school or equivalent (GED). Certification by the Commonwealth of Kentucky as an Emergency Medical Technician/Paramedic. Must have 3 years experience.

The intent of this job (description is to provide a representative summary of the duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform jobrelated tasks other than those specifically presented in this (description).